



Job Announcement

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Opening Date:	August 3, 2007	Closing Date:	Open Until Filled
Job Title:	Manager, Professional Development and Education	Position Type:	Regular Full Time
PIN:	057499	FLSA Status:	Exempt
Location:	Administrative Office of the Courts - Human Resources Department Annapolis, Maryland	Grade/Entry Salary Range:	J16 \$52,443 - \$83,565 (Depending on Qualifications)
		Financial Disclosure:	Yes

Regular state employees subject to promotion/demotion policy

Essential Functions: The Human Resources Department is looking for a senior professional to oversee the Professional Development and Educational Assistance (PDEA) activities for the Maryland Judiciary, to lead the strategic direction, development and implementation of training programs that enhance and continuously improve the skills, competencies and expected performance of staff; to conduct needs assessment, research subject matter, and provide support in the development and implementation of short and long term training plans and training program logistics; to recommend and implement specific external training programs or modules to be used and evaluate external consultants/contractors and programs; to coordinate development of course curriculum and materials using a variety of training methods, and to include working with internal and external resources to produce audio/visual aids for program presentation; create new educational programs and college partnerships. Responsibilities will extend across the entire organization to include training, professional development consulting, leadership development, and project management from multiple angles including cross functional, cultural and process-oriented perspectives. The manager serves as the expert in the field of PDEA, and, as the head of the unit, reports to the Executive Director, and Deputy Executive Director, and assists them in developing and administering the PDEA budget. The ideal candidate must be a strong manager, results oriented, an individual with good judgement, as well as, value teamwork, and have an excellent understanding of current human resources practices, creative professional and organizational development strategies and the dynamics of effective communication. The selected candidate will provide expert advice to senior level agency officials. Training is conducted on-site in a training facility, at other court/office locations throughout the state, or via tele-conferencing or web access. Some in-state travel is required. Performs other related duties.

Education: Bachelor's Degree from an accredited college or university.

Experience: Four years of professional human resources experience and two years of experience supervising or managing professional staff. The professional work must have involved demonstrated prior experience in coordination of professional development related activities, etc., to include facilitation, presentation, training, and curriculum development. PC proficiency is required.

Preferred: The ideal candidate will possess professional experience in training/leadership within a multi-site location/environment; experience with automated database systems and proficient use of presentation software, such as Power Point. Bi-lingual candidates are encouraged to apply.

Skills/Abilities: Ability to independently respond to management issues, concerns and needs; ability to analyze problems, identify alternative solutions and exercise good judgment, flexibility, creativity and sensitivity; demonstrated interpersonal and people management skills; ability to communicate clearly and concisely and to proactively carry out the unit's vision, mission and values. Knowledge of human resources policies and procedures; federal, State and other applicable human resources related laws, rules, regulations and ordinances. Demonstrated experience in managing a human resources program in general, and training/professional development program, specifically. Ability to develop, implement and administer policies and procedures for providing effective and efficient professional development programs and services. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary, HR Department
Attn: Office of the Executive Director
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.